

Market Range Detail - Administrative Staff Supervisor

Effective Date

October 23, 2006

Market Range Title Description

Positions in this market range title are primarily responsible for full supervision and direction of at least three clerical and/or paraprofessional staff involved in performing a variety of administrative duties. Primary duties typically include conducting interviews and hiring processes, recommending changes and improvements to office processes and procedures to ensure efficiency and effectiveness, conducting performance appraisals, assisting in staffing decisions, and assigning and directing workflow.

Market Range

Minimum Hourly Rate

\$16.58

Midpoint / Hiring Maximum

\$20.38

Maximum Hourly Rate

\$24.18

Likely Minimum Qualifications

- High school diploma or GED
- 3 years of progressively responsible administrative experience which includes 1 year functioning in a supervisory or lead capacity
- An Associate's Degree may be preferred
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Administrative Staff Supv
- Animal Services Staff Supv
- Cashiering Line Supervisor
- Database Support Supervisor
- Field Communication Staff Supv
- Mailroom Staff Supervisor
- Office Supervisor
- Records Staff Supervisor
- Support Staff Supervisor
- Administrative Support Supv
- Brdwrkr Recruiting Staff Supv
- Courier/Supply Staff Supv
- Early Voting Staff Supervisor
- Initial Svcs Staff Supv
- Medical Records Staff Supv
- Operations Staff Supervisor
- Resolution Services Staff Supv
- Tax Services Staff Supervisor
- Admitting Office Staff Supv
- Business Office Staff Supv
- Data Center Staff Supervisor
- Exam/Support Staff Supv
- Litigation Staff Supervisor
- Office Staff Supervisor
- Ops/Imaging Staff Supervisor
- Schedule Coordinator
- Vital Registration Staff Supv

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.